



# HUME CITY COUNCIL UNDERSTANDING THE ADVERTISING PROCESS OF A PLANNING APPLICATION

Most residents first become aware of a development planning application in their area by:

- receiving a notice from Council in the mail;
- seeing a notice on the subject site;
- hearing about the proposal from neighbours; or
- hearing about the proposal from the developer.

Council actively encourages developers to discuss their plans with neighbours as early in the process as possible, prior to lodging an application with Council. Some developers are taking this advice, but generally, the notice of application for a planning permit will be the first time you hear about a development.

## What do I do when I receive a notice of a planning application in the mail or see a notice on the land?

Take down all the details such as the application number, where the application can be inspected (normally at the Council offices) and the date by which objections should be lodged.

Telephone or visit Council offices to look at the plans. If you wish to speak to a specific officer you should phone and make an appointment, otherwise you may visit the office during business hours and see the officer on duty.

View the application form, advertised plans and relevant documentation carefully and take particular care to look at the plans of the proposal. If you need assistance, please ask.

If you require copies of any documents on the file, you may be charged for photocopy costs.

## What do I do if the plans are satisfactory and I am not affected?

If this is the case, then you need to do nothing else.

## What if I have concerns about the proposal?

You will need to detail how the proposal will affect you. This can be done either by using Council's objection form, or by writing a letter. All objections must be made in writing and must quote the application number, site address and your name, address and signature. Written objections ensure that you will be kept informed by Council throughout the process and informed of Council's final decision.

## What sort of things can I object about?

It is important to be clear about how the proposal will affect you. For example, if the proposal involves a two-storey development, you should look at the plans in relation to:

- overlooking
- overshadowing
- building bulk

The plans and other material on the file, such as shadow diagrams, will give you an idea of what the impacts may be on the surrounding area. If in doubt, you should discuss your concerns with a planning officer.

## What if I don't object and the plans are changed?

If after inspecting the file, you are satisfied with the proposal, then you should expect that if a planning permit is issued, it should be in accordance with the exhibited plans. Any changes made to the plan/s must be submitted to Council for endorsement prior to any modification being undertaken. If there is a significant change in the plans which could potentially affect you, then you will be notified and given the opportunity to view the amended plans and make comments.

The sorts of changes where Council will notify residents are:

- relocation of first floor windows
- changes in building setbacks

There are other minor cosmetic changes which often occur during construction requiring endorsement from Council. These may not require notification to neighbours.

## What happens after I object to the application?

You will receive an acknowledgment of your objection.

Applications that have received more than two objections will be reported to a full Council meeting for decision. Most applications, particularly where there are no objections, may be determined under delegated authority.

When Council decides on the application, you will be notified in writing of the decision. This notice will outline what your appeal rights are if Council decides to grant a planning permit.

If Council decides to refuse the application, you will be notified of the refusal. The applicant also has rights to appeal to the Victorian Civil Administrative Tribunal (VCAT). If there is an appeal lodged by the applicant you will be notified by the Tribunal.

## What do I do about the notice of decision to grant a permit?

The Notice of Decision represents a draft permit and conditions. A Notice of Decision to Grant a Permit is issued by Council when there have been objections to the proposal.

Read the conditions carefully as they may require changes to the plans to address issues raised in objections. If you have any questions, please ring the planning officer working on the application to discuss any issues you may have with them. If you consider that the details contained within the Notice of Decision do not satisfy your issues, then you may lodge an appeal with VCAT.

Details of where and how to lodge the appeal are on the reverse side of the Notice of Decision to Grant a Permit. An appeal must be lodged within 21 days of receiving the Notice from Council. Refer to Council's fact sheet titled Hume City Council Appeals to VCAT Fact Sheet for more details about appealing to VCAT.

**Disclaimer:** Please note this checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.